# RAFIK HARIRI UNIVERSITY
## Registrar's Office
### Request for: Transcripts, Certificates, and Authentications

**Instructions: Please read carefully before filling out your request**

1. Fill out this form completely
2. Pay the applicable fees at the **Finance Department**
3. Return this form to the **Registrar's Office** for processing of the requested documents
4. No transcript will be released without consent from the student concerned.
5. A minimum of three business days is needed for the processing of requests. **During periods of Registration and Graduation, more time will be needed to process requests.**
6. All documents will be destroyed if not picked up within 30 days from the date of request.
7. Please fill out a separate address sheet for each Transcript of Records (Official Copy for foreign Universities) and attach sheets to this request form.
8. Please fill out a separate army/internal security/custom enrollment certificate and attached sheets to request form

Applicable Fees: Official Transcripts: 7 $, Unofficial Transcripts: 200,000 L.L., Enrollment Certificates: 200,000 L.L., Authentication: 250,000 L.L. (3 copies), Courses Descriptions: 500,000 L.L., ID Replacement: 5$, Copy of Diploma: 40$

## Student Information

Student ID # : _____

Student Name: _____

College: _____

Major: _____

| Items Requested | # Copies Arabic | # Copies English | Amount L.L. |
|---|---|---|---|
| Transcript (Official Copy) – 7 $ | | | |
| Transcript (Unofficial Copy) – 200,000 L.L. | | | |
| Enrollment Certificate with fees – 200,000 L.L. | | | |
| Enrollment Certificate – 200,000 L.L. | | | |
| Enrollment Certificate for vis purposes – 200,000 L.L. | | | |
| Enrollment Certificate showing years spent at the university- 200,000 L.L. | | | |
| Enrollment Certificate indicating degree received –200,000 L.L. | | | |
| Army/Internal Security/Custom enrollment Certificate – 200,000 L.L. | | | |
| WES Application Form- 200,000 L.L. | | | |
| Courses Descriptions – 500,000 L.L. | | | |
| Authentication of Copy of Degree-copies provided by student- 250,000 L.L. | | | |
| ID Replacement – 5$ | | | |
| Replacement of Diploma – 40$ | | | |
| Others *(Specify):* | | | |
| **Total to be Paid:** | | | |

Date Requested:

Student's Signature: